



HRAPAY

Chapter 9

Workers' Compensation Deductions

Demonstration

Display Workers' Compensation Payments (FB03)



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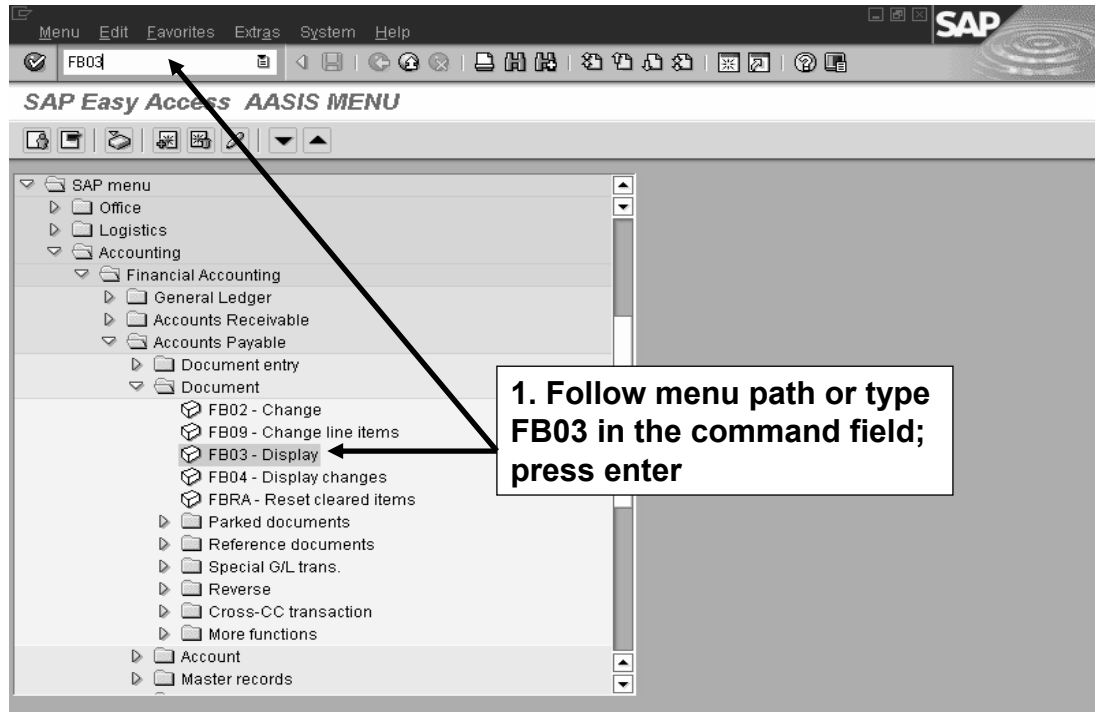
This report will need to be run before the Recover Workers' Compensation Payment transaction (PA30) is processed to identify employees in your Agency that were paid for Workers' Compensation claims and the dates that they were paid for.

This information is provided to AASIS by the State Insurance Department, Public Employee Claims Division (PECD).

This transaction can be accessed by the Agency Payroll Systems Management as a Display only.



Display Workers' Compensation Payments (FB03)



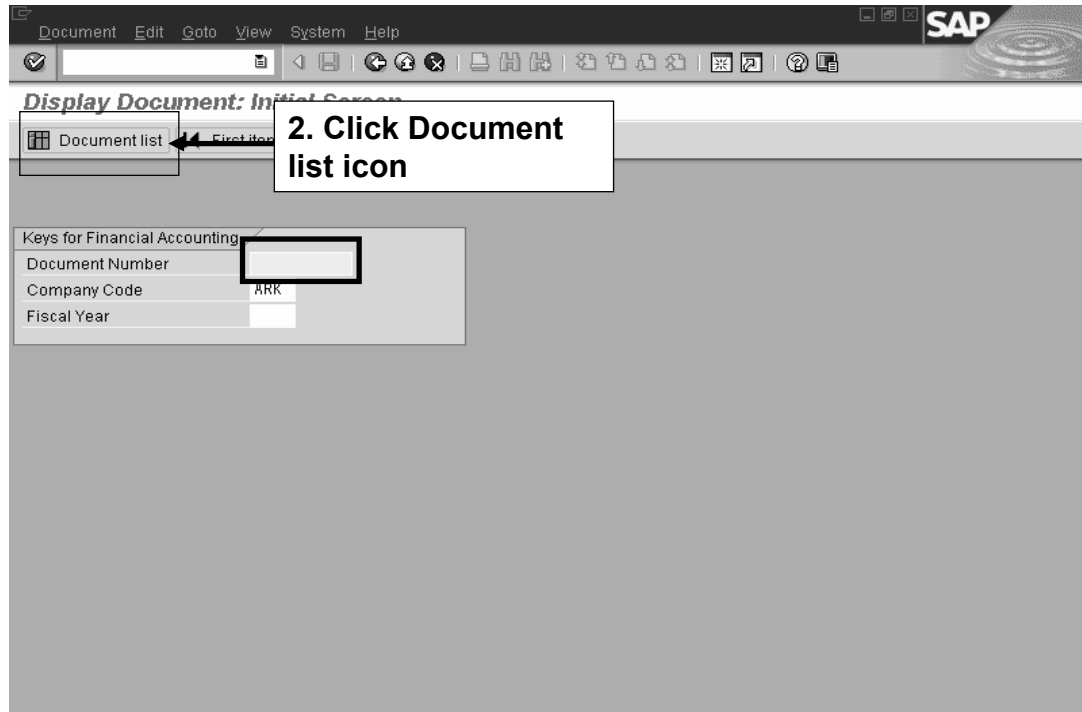
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The menu path is Accounting > Financial Accounting > Accounts Payable > Document > Display or type FB03 in the command field.



Display Workers' Compensation Payments (FB03)



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If the document number is known, you can enter it in the Document number field.

If the document number is not known, you can select the Document list icon to display all documents.



Display Workers' Compensation Payments (FB03)

SAP

Program Edit Goto System Help

Document List

Company code ARK to
Document number to
Fiscal year 2005

3. Type in the fiscal year

General selections

Document type to
Posting date to
Entry date to
Reference number to
Reference transaction to
Reference key to
Logical system to

Business area selection

Business Area to

Also display noted items

☐ Display noted items

Search for own documents



Display Workers' Compensation Payments (FB03)

Program Edit Goto System Help

Document List

Company code ARK to

Document number to

Fiscal year to

4. Type ttd*(your Agency PECD code)

General selections

Document type to

Posting date to

Entry date to

Reference number ttd*jel to

Reference transaction to

Reference key to

Logical system to

5. Click multiple selection icon

Business area selection

Business Area to

Also display noted items

☐ Display noted items

Search for own documents

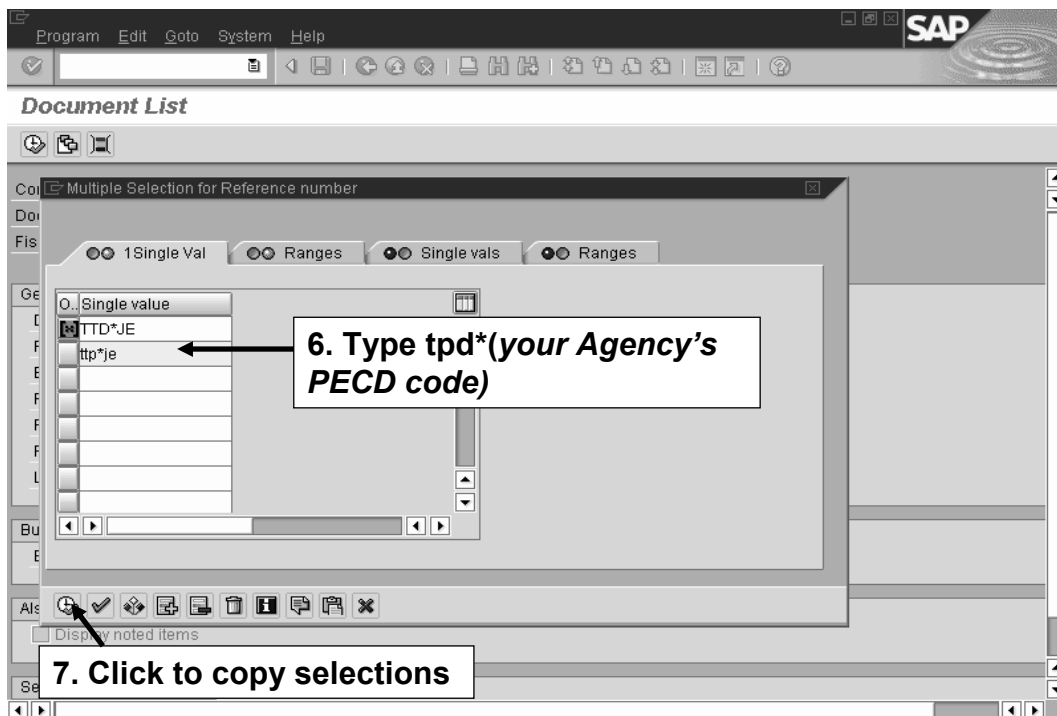
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There are two reference numbers that the Insurance Department uses for workers' compensation claims. They are ttd* and tpd*. You must list both of these reference numbers to ensure that you are viewing all claims issued to employees. The PECD code for your Agency can be found on QRC 2 of the Quick Reference Guide for Agency Payroll.



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Display Workers' Compensation Payments (FB03)

Program Edit Goto System Help

Document List

Company code ARK to []

D [] to []

F 2004 to []

General selections

Document type [] to []

Posting date [] to []

Entry date [] to []

Reference number TTD*JE to []

Reference transaction [] to []

Reference key [] to []

Logical system [] to []

Business area selection

Business Area [] to []

Also display noted items

☐ Display noted items

Search for own documents

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Display Workers' Compensation Payments (FB03)

Document List

CoCd	DocumentNo	Year	Type	Entered on	Doc.Date	Posting Date	Reference	Reversal	I	User name
ARK	8007299650	2005	ZZ	07/14/2004	07/01/2004	07/14/2004	TTD 10113FG JE			ASC-BATCH
	8007316890	2005	ZZ	07/22/2004	07/22/2004	07/22/2004	TTD 11161FG JE			ASC-BATCH
	8007346518	2005	ZZ	07/28/2004	07/21/2004	07/28/2004	TTD 11118FG JE			ASC-BATCH
	8007352751	2005	ZZ	07/30/2004	07/26/2004	07/30/2004	TTD 11341AF JE			ASC-BATCH
	8007363481	2005	ZZ	08/05/2004	08/05/2004	08/05/2004	TTD 12188FG JE			ASC-BATCH
	8007377084	2005	ZZ	08/10/2004	08/09/2004	08/10/2004	TTD 12326LM JE			ASC-BATCH
	8007401055	2005	ZZ	08/18/2004	08/16/2004	08/18/2004	TTD 12821KC JE			ASC-BATCH
	8007404682	2005	ZZ	08/19/2004	08/19/2004	08/19/2004	TTD 13319FG JE			ASC-BATCH
	8007411375	2005	ZZ	08/20/2004	08/16/2004	08/20/2004	TTD 12820KC JE			ASC-BATCH
	8007422998	2005	ZZ	08/25/2004	08/25/2004	08/25/2004	TTD 13531FG JE			ASC-BATCH
	8007433656	2005	ZZ	08/26/2004	08/26/2004	08/26/2004	TTD 13620FG JE			ASC-BATCH
	8007463163	2005	ZZ	09/07/2004	09/03/2004	09/07/2004	TTD 14027FG JE			ASC-BATCH
	8007463184	2005	ZZ	09/07/2004	09/03/2004	09/07/2004	TTD 14043LM JE			ASC-BATCH
	8007469831	2005	ZZ	09/09/2004	09/08/2004	09/09/2004	TTD 14198LM JE			ASC-BATCH
	8007490300	2005	ZZ	09/15/2004	09/15/2004	09/15/2004	TTD 14783FG JE			ASC-BATCH
	8007499112	2005	ZZ	09/17/2004	09/15/2004	09/17/2004	TTD 14827KC JE			ASC-BATCH
	8007502602	2005	ZZ	09/20/2004	09/15/2004	09/20/2004	TTD 14738FG JE			ASC-BATCH
	8007515307	2005	ZZ	09/24/2004	09/23/2004	09/24/2004	TTD 15379LM JE			ASC-BATCH
	8007538966	2005	ZZ	09/29/2004	09/29/2004	09/29/2004	TTD 15711FG JE			ASC-BATCH
	8007548552	2005	ZZ	10/01/2004	10/01/2004	10/01/2004	TTD 15792LM JE			ASC-BATCH
	8007548736	2005	ZZ	10/01/2004	10/01/2004	10/01/2004	TTD 15826KC JE			ASC-BATCH

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The list will be displayed for the fiscal year that you specified. It will list the document number, type of document, posting date of document, etc.



Display Workers' Compensation Payments (FB03)

Document Overview - Display

Doc. type : ZZ (Interface Docs) Normal document

Doc. Number 8007469831 Company code ARK Fiscal year 2005

Doc. date 09/08/2004 Posting date 09/09/2004 Period 03

Ref. doc. TTD 14198LM JE

Doc. currency USD

Item	PK	Account	Account short text	Fund	BusA	Cost Ctr	Amount	Tx	Text
1	31	W042501	Worker's Compensation		0425		906.00-		PE0505040000 TTD 09/02/0
2	40	5110004000	15 - Claims & Awards	TUW0100	0425	326341	906.00		PE0505040000 TTD 09/02/0

10. Double-click

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This is the Document Overview which lists the amount of the claim and the period of the claim. To view the line item, double-click on the field.



Display Workers' Compensation Payments (FB03)

The screenshot shows the SAP 'Display Document: Line Item 002' interface. At the top is a menu bar with 'Document', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

- G/L Account:** 5110004000 15 - Claims & Awards
- Company Code:** ARK State of Arkansas
- Doc. no.:** 8007469831
- Line Item 2 / Debit entry / 40**
- Amount:** 906.00 USD
- Tax code:**
- Jurisdic. Code:**
- Additional account assignments:**
 - Cost Center:** 326341
 - Business Area:** 0425
 - Fund:** TUW0100
 - Order:** I0425JE
 - WBS Element:**
 - Earmarked Funds:** 0 ☐ Done ☐ TP Fund
 - Purchasing Doc.:** 0
 - Assignment:** ftd
- Text:** PE0505040000 09/02/04-09/15/04 14D

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The text field will indicate the employee's name and the date range for which the employee received workers' compensation payments. You will need to use this field to verify if your Agency paid regular earnings to the employee during the same time frame. If your Agency did pay the employee, you will need to process the Recover Workers' Compensation transaction to recoup monies.



Demonstration

Recover Workers' Compensation Wage Payments Against Gross Earnings (PA30)



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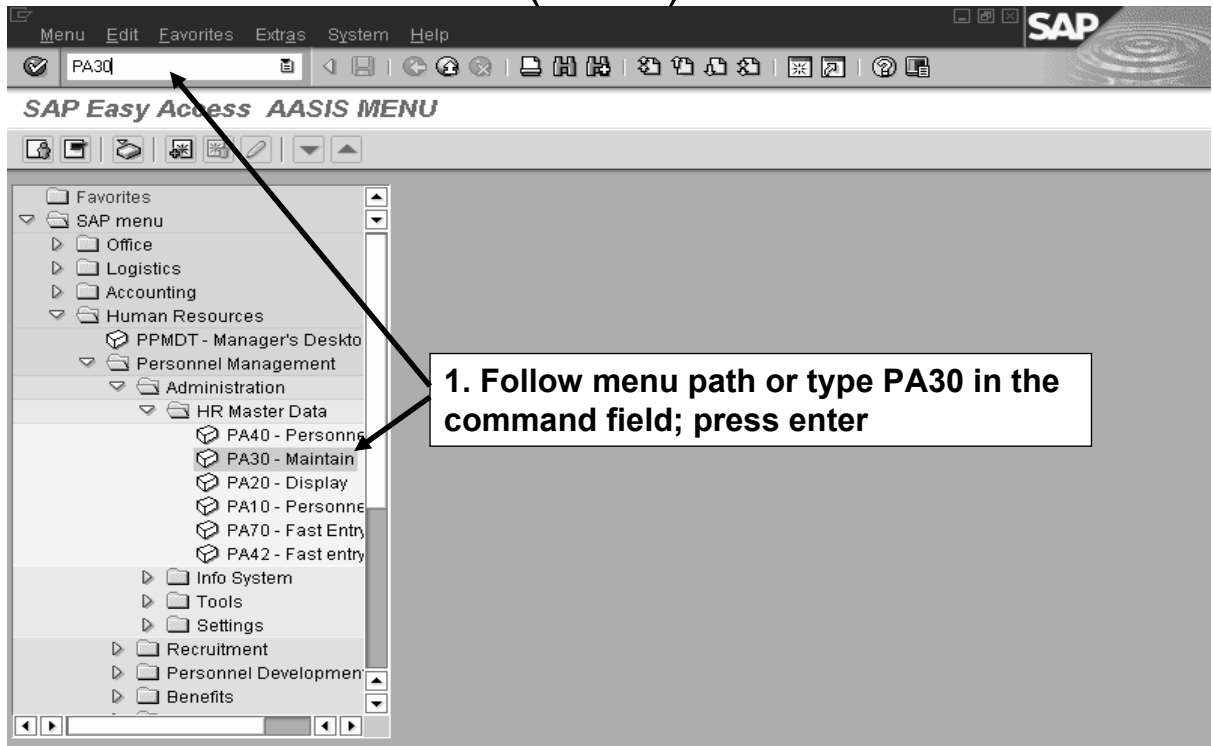
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Employees that receive compensation (sick leave, annual leave, holiday pay or compensatory time) from the STATE for the same days they receive compensation from a Workers' Compensation claim, **MUST** repay the State for the amount of the Workers' Compensation claim payment.

The reduction against the employee's gross earnings and the calculation of the number of hours of leave to be restored will be made by the Agency Payroll Systems Management role according to policy. When the appropriate leave hours are determined, a quota correction will have to be made by time personnel.



Recover Workers' Compensation Payments (PA30)



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Menu path is Human Resources > Personnel Management > Administration > HR Master Data > Maintain.



Recover Workers' Compensation Payments (PA30)

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 44
Name Tracy Wilson
EE group 1 Regular State ... Pers.area FABT DFA
EE subgroup UE Employee Cost Center 383250 Dept. of Mystery

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E...
Actions
Personal Data
Organizational Assignment
Addresses
Basic Pay
Family
Res
Add
Cor

Period
Period
Fr. To
Today Curr.week
All Current month
From curr.date Last week
Start date Last month
Period Current Year
Choose

Direct selection
Infotype 0015 STy

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Always verify the employee's name before you process any master data changes.

Infotype 0015 is Additional Payments.



Recover Workers' Compensation Payments (PA30)

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 44
Name Tracy Wilson

4. Click to create

Pers.area FA01 DFA
Cost Center 383250 Dept. of Mystery

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E..

Actions ✓
Personal Data ✓
Organizational Assignment ✓
Addresses ✓
Basic Pay ✓
Family Member/Dependents ✓
Residence Status ✓
Additional Personal Data ✓
Communication ✓

Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

Direct selection
Infotype 0015 STy

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Recover Workers' Compensation Payments (0015)

Create Additional Payments

Personnel No	44	Name	Tracy W.	Status	Active
EE group	1 Regular State Em...	Personnel ar	FA01	DFA	
EE subgroup	UE Employee	SSN	012-81-1597		

Additional Payments	
Wage type	2650
Amount	
Number/unit	
Date of origin	08/14/2004
Default Date	
Assignment number	
Reason for Change	

5. Type 2650 in the Wage type field

In the Wage type field, enter 2650. This is the wage type for Workers' Comp recovery.



Recover Workers' Compensation Payments (0015)

Create Additional Payments

Personnel No 44 Name Tracy W. Status Active
EE group 1 Regular State Em... Personnel ar FA01 DFA
EE subgroup UE Employee SSN 012-81-1597

Additional Payments

Wage type	2650
Amount	206.00
Number/unit	
Date of origin	08/14/2004
Default Date	
Assignment number	
Reason for Change	

6. Type the negative amount to recover

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The amount entered will be deducted from the employee's gross wages. You must include the minus sign with the amount. If not, the system will pay the employee the amount specified.



Recover Workers' Compensation Payments (0015)

SAP

Infotype Edit Goto Extras System Help

Create Additional Payments

Personnel No	44	Name	Tracy W...	Status	Active
EE group	1 Regular State Em...	Personnel ar	FA01	DFA	
EE subgroup	UE Employee	SSN	012-81-1597		

Additional Payments	
Wage type	2650
Amount	206.00 - USD
Number/unit	
Date of origin	08/14/2004
Default Date	
Assignment number	
Reason for Change	

7. Accept the defaulted date

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A date within the current pay period will default. **Please do not change this date unless instructed by OPM Payroll Systems.**



Recover Workers' Compensation Payments (0015)

The screenshot shows the SAP 'Create Additional Payments' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Create Additional Payments' is displayed. Below the title, there are several input fields and buttons. Two callout boxes are present: one pointing to a checkmark icon in the toolbar labeled '8. Click to validate', and another pointing to a floppy disk icon in the toolbar labeled '9. Click to save'. The main form area contains a table with the following data:

Wage type	Amount	Number/unit	Date of origin	Default Date	Assignment number	Reason for Change
2650 Workers' Comp recovery	906.00 - USD		08/14/2004			



Recover Workers' Compensation Payments

Display Edit Goto Utilities Settings System Help

DEMONSTRATION PURPOSES ONLY

Detail View of Log

* 7704 RE ER Soci	01	131.66
* 7705 RE EE Medi	01	131.66
* 7706 RE ER Medi	01	131.66
* 2507 AFLAC CANC		16.50-
* 2800 ASEA Ark.		2.00-
1 7001 Valuation	01	12.9707
1 7002 Valuation	01	12.9707
1 1000 Hourly rat	01	12.9707
1 1200 Regular wo	01	12.9707 80.00 1,037.66
1 2650 Workers' C		906.00-
1 9404 TX ER Soci	01	56.15-
1 9404 TX ER Soci	0101	64.31
1 9406 ARK ER Med	01	13.14-
1 9406 ARK ER Med	0101	15.05

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After you make any master data changes, always perform a payroll simulation to view the RT (Results Table) to determine how it will impact the employee's pay.

Please Note: If the amount of recovery is more than the employee's gross pay, a claim will be created in the system for the difference.

Therefore, to prevent this from happening, it may be necessary to create recurring deductions in infotype 0014 to recover certain amounts over successive pay periods until total amount is recovered.



Recover Workers' Compensation Payments

Display Edit Goto System Help

Layout Set Display

DEMONSTRATION PURPOSES ONLY

For questions, Please contact your
Payroll Administrator Amber Justice
at 501371-6037

Check # : <Not assigned>
Check Date: 00/00/0000
Pay Period: 08/01/2004 - 08/14/2004

Tracy Wilson SSN: 012-01-1597 Employee# 44
123 Easy Street FED 01 00 00 Hrly Rate: \$ 12.9707
Little Rock AR 72201 AR 01 00 00 0.00

EARNINGS	WrkHrs	CURRENT	YTD	TAXABLE EARNINGS	CURRENT
Regular working time	80.00	1,037.66	16,913.84	FED	
Holiday premium			726.38	TX Withholding Tax	131.66
Workers' Comp recovery		906.00-	906.00-	TX EE Social Security	131.66
Total Earnings - Cum.	80.00	131.66	16,734.22	TX EE Medicare Tax	131.66
				State AR	
				TX Withholding Tax	131.66

TAXES	CURRENT	YTD	POST-TAX DEDS	CURRENT
FED			AFLAC CANCER	16.50-
TX Withholding Tax	2.97	2,031.77	ASEA Ark. State Empl A	2.00-
TX EE Social Security	8.16	1,037.52	Post-Tax Deductions -C	18.50-
TX EE Medicare Tax	1.91	242.65		
State AR				
TX Withholding Tax	0.55	664.39		
Total Taxes - Cum	13.59	3,976.33		